

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 8935310**

<b>Vehicle Safety Technical Analyst 1, Grade 18</b>	<b>8935310</b>
<b>Vehicle Safety Technical Analyst 2, Grade 23</b>	<b>8935320</b>
<b>Vehicle Safety Technical Analyst 3, M-1</b>	<b>8935330</b>

Brief Description Of Class Series

Positions in this title series develop, implement and modify program policies related to businesses regulated by the Division of Vehicle Safety Services. Incumbents analyze, evaluate and monitor the Emissions Inspection Program and other automotive programs overseen by the Division of Vehicle Safety Services and Clean Air. They also participate in the development of technical training for Department staff or automotive mechanics. These are field positions, which are found only in the Department of Motor Vehicles.

Distinguishing Characteristics

*Vehicle Safety Technical Analyst 1:* entry level; conducts technical evaluations and analyses of various automotive programs; provides technical assistance to Department staff to aid in the investigation of consumer complaints.

*Vehicle Safety Technical Analyst 2:* first supervisory level; supervises Vehicle Safety Technical Analysts 1; assists management in the analysis and evaluation of the Emissions Inspection Program and other automotive programs; coordinates special programs, surveys and the development of automotive repair and service standards.

*Vehicle Safety Technical Analyst 3:* managerial level; supervises Vehicle Safety Technical Analysts 2 and/or Vehicle Safety Technical Analysts 1; responsible for managing, coordinating and evaluating Division of Vehicle Safety Services programs and projects.

Illustrative Duties

*Vehicle Safety Technical Analyst 1*

Under the direction of a Vehicle Safety Technical Analyst 2:

- Analyzes the data generated from various Vehicle Safety programs, including the inspection program, secure document issuance, facility licensing and registration, etc.
- Assists in researching the effects of the Inspection Program on vehicles registered in New York State, evaluates the effectiveness of repairs, types of emission failures and technician training needs.
- Provides technical assistance to management in the development or modification of program standards, regulations and policies.
- Reviews results from the Emissions Inspection Program concealed identity investigations, and prepares reports on the results and implications.
- Assists in drafting Commissioner's regulations when changes or updates are necessary, and submits to and discusses with supervisor.
- Reviews registration applications and makes technical determinations to approve or disapprove the registration of homemade, custom-built and unique vehicles, and prepares letters of approval or disapproval.
- Evaluates reports on vehicle performance tests conducted by manufacturers and independent testing laboratories in order to approve registration classes for limited use vehicles such as mopeds, golf carts and other " low speed" vehicles.
- Provides technical assistance in interpretation of the Commissioner's Regulations to Division staff, the automotive industry, and the public concerning automotive business applications, emission and Safety inspections, and general regulatory compliance.
- Assists in analyzing proposed legislation to determine program impact and makes recommendations to supervisor.
- Drafts correspondence to the public in response to routine requests for technical information concerning the regulations of the Department of Motor Vehicles and discusses with supervisor.
- Assists with the development, monitoring, and presentation of various training courses and material for Division staff and automotive industry personnel.

*Vehicle Safety Technical Analyst 2*

Under the direction of a Vehicle Safety Technical Analyst 3:

- Reviews the development and evaluation of various automotive business facility licensing and/or registration standards.

- Provides technical assistance to the Vehicle Safety Technical Analyst 3 in the formulation and/or modification of programs and policies.
- Assists in the evaluation of, and modifications to, the Safety and Emissions Inspection Program to ensure its efficiency and effectiveness.
- Assists the Bureau Director and Vehicle Safety Technical Analyst 3 in the development of an evaluation methodology to determine the effectiveness of the Emissions Inspection Program.
- Coordinates and participates in the implementation of small to medium sized projects related to Vehicle Safety.
- Acts as a resource for field supervisors regarding technical questions that arise from the implementation of vehicle safety programs.
- Works closely with vendors to ensure emission inspection equipment functions properly, meets the needs of stations, and performs per specifications.
- Develops training programs for the automotive industry, conducts vehicle inspector certification clinics, and provides technical training to the Department of Motor Vehicles Automotive Facilities Inspectors.
- Supervises Vehicle Safety Technical Analysts 1.

*Vehicle Safety Technical Analyst 3*

Under the direct supervision of a Motor Vehicle Program Manager 2:

- Manages the day to day operation of the New York Vehicle Inspection Program (NYVIP). Coordinates and disseminates information and technical reports within the agency, the automotive industry, and other agencies where appropriate.
- Works with Department of Environmental Conservation staff to develop and coordinate the mandated yearly report to the EPA on the progress of the Emissions Inspection Program and its effectiveness
- Manage, coordinate, and evaluate Division of Vehicle Safety Services programs and projects, including development of programs resulting from new legislations.
- Serve as technical liaison to the automotive industry, state and federal agencies, other DMV divisions, and the general public.
- Serves as primary contact point for the emission inspection vendor and monitors vendor performance and compliance with required standards.

- Prepares and develops the standards for future emission program requirements based on EPA and DEC standards.
- Supervises Vehicle Safety Technical Analysts 2 and/or Vehicle Safety Technical Analysts 1.

### Minimum Qualifications

#### *Vehicle Safety Technical Analyst 1*

Promotion: one year of permanent service as an Automotive Facilities Inspector, Automotive Facilities Inspector (Various Languages), Highway Safety Program Analyst 1, Body Repair Inspector, Body Repair Inspector (Various Languages), Motor Vehicle Consumer Services Representative 2 or Motor Vehicle Consumer Services Representative 3.

#### *Vehicle Safety Technical Analyst 2*

Promotion: one year of permanent service as a Vehicle Safety Technical Analyst 1, Highway Safety Program Analyst 1, Highway Safety Program Analyst 2, Senior Automotive Facilities Inspector, or Supervisor, Consumer and Facility Services.

#### *Vehicle Safety Technical Analyst 3*

Promotion: one year of permanent service as a Vehicle Safety Technical Analyst 2, Supervising Automotive Facilities Inspector, Highway Safety Program Analyst 2, or Supervisor, Consumer and Facility Services.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements

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